



Send to: **TEXAS WATCH**
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TNRCC
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Quality Assurance Officer Training Record

Requirements for QA Officers

- Step 1:** Trainee must be a Certified Water Quality Monitor.
- Step 2:** Trainee must assist a Certified QA Officer in a lab QC session.
- Step 3:** Trainee must coordinate and lead a lab QC session assisted by a Certified QA Officer.

To Maintain Certification

- A.** QA Officer must participate in at least two QC sessions (one lab and one field session) per year to remain certified.
- B.** If certification lapses, QA Officer must repeat Step 3 above.

QA Officer Certification Record

Your Name: _____

Organization Name/Group Number: _____

Address: _____

City/State/Zip Code: _____

Daytime Telephone #: _____ Home Telephone: _____

Date Certified as a Water Quality Monitor: _____

QA Officer Evaluation

Step 2: (Assistant Phase)

Trainee Name: _____ Date: _____

Location of QC Lab Session: _____

Knowledge of QC Procedures: _____

Record Keeping: _____

Areas Needing Improvement: _____

General Comments: _____

QA Officer Name: _____

Step 3: (Coordinator Phase)

Trainee Name: _____ Date: _____

Location of QC Lab Session: _____

Knowledge of QC Procedures: _____

Information Presentation: _____

Areas Needing Improvement: _____

General Comments: _____

QA Officer Name: _____

_____ is hereby certified as a Quality Assurance Officer.
(Print Name)

(Signature of QA Officer)

(Date)